

**WEST SPRINGFIELD RETIREMENT SYSTEM**  
**Job Title: Finance Manager**  
**Reports To: West Springfield Retirement Board**

**Position Description:** The Finance Manager is responsible for maintaining the accounting and investment related records of the retirement system. The Finance Manager also prepares the retiree payroll, vendor warrant and performs general administrative responsibilities for the Retirement Office.

**Essential Duties and Responsibilities:**

- Posts Retirement Board meeting notice and assists with preparing the agenda. Attends monthly Retirement Board meetings, presents the expenditure report to the Board and prepares the meeting minutes.
- Process monthly retiree payroll and vendor warrants. Balance to Town HR and State GIC on insurance deductions.
- Posts monthly deductions to member records including West Springfield Housing Authority employees.
- Posts monthly buyback deductions of members in payment.
- Prepare all accounting records: cash receipts, cash disbursements, journal entries of investments, trial balance and general ledger. Submit cash books to PERAC.
- Follows year-end closing procedures and prepares the annual statement.
- Corresponds with investment manager and custodian to conduct monthly reconciliation of investment portfolio. Send wire directive to custodial bank.
- Prepare, mail and post all 1099R forms and reports.
- Post retiree COLA and dependent allowance increases.
- Maintain active, inactive and retiree information within the retirement software (PTG).
- Maintain confidentiality when dealing with sensitive personal information.
- Check local obituaries daily for deaths of retirees, survivors or members.
- Prepares request for proposals and bid requirements for Director and Board to review.
- Assists Director in conducting and managing elections.
- Processes retiree affidavits and member yearly statements.
- Creates newsletter for retirees to be mailed in June and December.
- Updates Retirement Board website as needed.
- Respond to Auditor and Actuary inquiries.

- Meet with new members for the onboarding process as needed.
- Maintain knowledge within the field by attending workshops, conferences and networking with staff in other Massachusetts Retirement Systems.
- Performs other related duties as required.

**Education and Experience:** Bachelor's Degree with three to five (3-5) years related work experience within the field accounting, finance or MA Retirement. Any equivalent combination of education and experience will be considered.

**Other Requirements:** Proficiency with computers, office equipment, spreadsheets and databases. Knowledge of M.G.L. Ch. 32 and Regulations of the Public Employee Administration Commission(PERAC). Prior municipal accounting and finance experience, highly desirable.

Interested candidates can apply through Indeed.com Please see career link below:

[Indeed Career page](#)

Position will remain open until filled.